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## Name & Department

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# 90-Day Check-In [Name]

Date: 5<sup>th</sup> September 20XX

## WELCOME

- How satisfied are you with your job on a scale from 1 (Not at all) to 10 (Really satisfied)?

## 90 DAY REVIEW: POSITIVES

- How has your start been overall so far?
  -
- What have you enjoyed most so far?
  -
- What should we keep doing?
  -

## 90 DAY REVIEW: TO IMPROVE

- How can we improve the experience of the first 90 days for new hires?
    -
  - In which areas are you still unclear?
    -
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## 90 DAY REVIEW: REFLECTING STATUS QUO

- How happy are you with your performance so far? Why?
  -
- How confident are you that you will reach your current goals? Why?
  -
- How do you feel about your integration into the team?
  -
- What skills or resources could help you move forward?
  -
- What can I do to continue supporting you?
  -

## CLOSING

- We appreciate your willingness to help us improve our processes.
- What else should we ask in such 90-Day Check-Ins?
- Is there anything else on your mind?